



ST SIMON'S CATHOLIC PRIMARY SCHOOL



"Whatever you do, do it for the glory of God."
1. Corinthians 11:31

Job Description: Higher Level Teaching Assistant (HLTA)

Scale: 5 (£29,542 – £32,046) pro rata

Working hours: 35 hours per week, term time only, plus INSET days as agreed with Headteacher annually.

Post reports to: Headteacher

Main Purpose of Job: To complement teachers' delivery of the national curriculum and contribute to the educational, personal, and spiritual development of pupils. The HLTA will take responsibility for agreed learning activities, including covering PPA time, leading whole classes during short-term teacher absences, running targeted interventions, and supporting pupils with Special Educational Needs and Disabilities (SEND).

Key Duties and Responsibilities

1. Teaching and Learning Support

- Plan, prepare, and deliver learning activities to individual pupils, small groups, and whole classes across EYFS, Key Stage 1 and Key Stage 2.
- Provide planned cover for teachers (e.g., PPA time, subject leadership release) and short-term unscheduled absences.
- Assess, record, and report on pupil progress, attainment, and achievements, feeding back directly to class teachers and the SENCO.
- Adapt learning materials and teaching strategies to meet the diverse needs of all pupils, including those with EAL or SEND.
- Promote independent learning and foster high levels of pupil engagement and motivation.

2. Supporting the School Ethos & Pastoral Care

- Actively support and uphold the Catholic ethos, values, and mission statement of St Simon's Primary School.
- Promote positive behaviour management strategies in line with the school's behaviour policy.
- Supervise pupils during structured and unstructured times (e.g., playtimes, assemblies, educational visits) as required.
- Build strong, respectful, and supportive relationships with pupils, acting as a positive role model.

3. Teamwork & Professional Development

- Collaborate closely with class teachers, teaching assistants, and the Inclusion Team to ensure seamless support for all learners.
- Participate in relevant training, staff meetings, and professional development opportunities.
- Assist in preparing classroom environments, displays, and learning resources.

4. Safeguarding & School Policies

- Adhere strictly to all school policies, with particular emphasis on Safeguarding, Child Protection, Health & Safety, and Data Protection (GDPR).
- Report any child protection or pastoral concerns immediately to the Designated Safeguarding Lead (DSL).